



# ***JOB OPPORTUNITY***



## **DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**Bulletin 11-14**

**Bulletin 11-15**

### **RECRUITING TO FILL MULTIPLE POSITIONS**

**CLASSIFICATION:** Associate Governmental Program Analyst

**TENURE/TIMEBASE:** Permanent/Full time

**FINAL FILING DATE:** December 27, 2011 or Until Filled

**SEND APPLICATION TO:** Department of Community Services & Development (CSD)  
Human Resources Office  
Attn: Sandra St. Louis  
P.O. Box 1947  
Sacramento, CA 95812-1947

**CONTACT PERSON:** Sandra St. Louis  
(916) 576-4368  
CA Relay Svs Voice: 1-800-735-2922  
TTY: 1-800-735-2929

**Please identify Bulletin #11-14 and/or Bulletin #11-15 and the appointment eligibility (i.e., SROA, Eligibility List, Reinstatement or Lateral Transfer, etc) on your application.**

The Department of Community Services and Development (CSD) is located at 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833. CSD is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty. **All positions at CSD are 100% federally funded.**

**What Does Working at CSD Offer?** Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork and project-based management.
- Opportunities for significant responsibility, creativity and decision-making for self-starters.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Small, friendly headquarters where everyone matters.
- Being a part of making a difference in the lives of California low-income.
- **Free parking.**

**What Is this Job?** The Associate Governmental Program Analyst (AGPA) is a critical, highly visible position. The incumbent will be part of a team that is responsible for maintaining the effective administration of the Community Services Block Grant (CSBG), CSBG Discretionary Initiatives, and other programs as developed within the Community Services Division. The incumbent monitors, evaluates, and provides training to the CSBG funded entities which consists of Community Action Agencies (CAA's) comprised of private non-profit and local government entities, Migrant Seasonal Farmworker (MSFW), Native American Indian (NAI) and Limited Purpose Agencies (LPA's) and local organizations funded by other federal and state programs. The incumbent is responsible for ensuring the assigned contractors are in compliance with the provisions of Federal and State laws and regulations, and contract requirements. The AGPA serves as the team leader or lead analyst on monitoring visits and special projects and is charged as being a subject matter expert on specific programs and initiatives. ***The incumbent will travel to all areas of California at least 50% of the time.***

**Who is CSD Looking For?** The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

**Experience, Knowledge and Skills:**

- Experience monitoring and evaluating non-profit or governmental organizations for compliance with federal and state contract requirements.
- Knowledge of federal block grant programs and/or related programs.
- Ability to interpret and implement fiscal requirements of federal and state grants.
- Experience administering federal and state funded programs.
- Experience with monitoring and evaluating state and federal contract administrative and program requirements.
- Experience with interpreting and implementing requirements of federal and state grants.
- Experience with developing training material and delivering training to internal and external customers.
- Knowledge or familiarity with local government and nonprofit management.
- Interview and communication skills to ensure effective communication with assigned contractors.
- Strong word processing, presentation and spreadsheet skills. Familiarity with databases and web applications.
- Strong writing, analytical and project management skills.

**Characteristics:**

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.

- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD's management team reflects, understands and is sensitive to the diversity of the people we serve.

Please see the Duty Statement at <http://www.csd.ca.gov> for a detailed list of the essential and related functions of this position.

## **SELECTION CRITERIA**

Persons currently appointed to a permanent, full-time Associate Governmental Program Analyst position or persons with list eligibility, reinstatement, or lateral transfer eligibility may apply. Please clearly state the basis of eligibility on the application (Std. 678) and attach a copy of your test score announcement, if applicable.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.